



Michigan Department of State Police

Emergency Management Division

Informational Letter

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July 1, 2003

Subject: State Homeland Security and Assessment Strategy (SHSAS)
Attention: Local, District and State Emergency Management Coordinators, Members of MML, MTA, MAC, MACP, MSA, Michigan Fire Service

The Office for Domestic Preparedness, U.S. Department of Homeland Security (DHS) has required all states to update their Homeland Security Strategies by December 31, 2003. The new strategies will be used to prepare jurisdictional funding formulas for homeland security programs beginning with fiscal year 2004. As the strategies will use local jurisdictional *needs assessments* as their foundation for development of strategic goals and objectives, it is essential that local assessments be completed at least 60 days prior to the date the strategy is due. Accordingly, we are requesting that all jurisdictional needs assessments be satisfactorily entered into the DHS on-line system by October 31, 2003. Only those jurisdictions that elect to participate in the needs assessment program will be eligible to receive resources under this program.

Federal guidelines for completing the SHSAS require that state strategies cover 100% of the state's population and geographical area. Accordingly, we will be implementing the same approach as used in 2000. That is, all jurisdictions having an emergency management program will be invited to participate in this assessment process. Non-county programs (i.e., townships, cities, etc.) may perform their own assessment, or they may elect to be included in their county's assessment process. If such jurisdictions do elect to complete a separate assessment, the county in which the jurisdiction resides must be notified to ensure the jurisdiction's population, capabilities, and needs are not included in the county's statistics.

As you know, the very aggressive ODP timeline led us to schedule and conduct eight district-based Threat and Risk Assessment technical assistance visits from Texas Engineering and Extension Service (TEEX) during May 2003. These visits provided local coordinators throughout the state with the knowledge required to orchestrate the needs assessment processes within their jurisdictions. To successfully complete the planning, threat and vulnerability assessments, needs and capabilities assessments now requires the formation of a Local Planning Team within each participating jurisdiction. Local Planning Teams (LPT), by definition, are to consist of representatives from each of the ten emergency response disciplines (i.e., emergency management, fire fighting, law enforcement, emergency medical services, hazardous materials, public health, public works, government administrative, emergency communications, and healthcare). Local emergency management coordinators are urged to assemble their LPTs in the near future to briefly advise them of this homeland security initiative, its basic requirements, and to solicit their full support during the needs assessment process.

A District Training Forum has been scheduled for each emergency management district during the July – August time frame to provide needs assessment training to all LPT members from each participating jurisdiction throughout the state (see schedule). This training is being conducted to ensure your LPT members are provided with the knowledge they need to effectively contribute to the local assessment process.

Needs Assessment Schedule - District Training Forums

Date	District	Date	District
Tuesday, July 29, 2003	District 2N	Tuesday, August 19, 2003	District 5
Thursday, July 31, 2003	District 2S	Friday, August 22, 2003	District 3
Tuesday, August 5, 2003	District 1	Tuesday, August 26, 2003	District 7
Thursday, August 7, 2003	District 6	Thursday, August 28, 2003	District 8

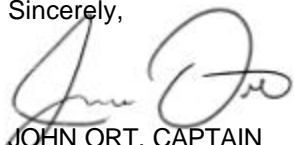
Note: Your servicing EMD District Coordinator will announce the specific training sites once selected. The forums will be scheduled to begin at 10:00 a.m. to allow travel time to the training site.

Additional information/recommendations regarding the Needs Assessment process:

- Involving Elected Officials.** It is important that appropriate officials (i.e., mayors, city managers, county commissioners, etc.) are informed of the purpose of this initiative and its potential for improving emergency response capabilities within their jurisdictions. By creating this awareness you will be more likely to gain participation and full support from representatives from emergency response disciplines within your jurisdictions.
- Single Points of Contact (POC).** The State Administrative Agency (SAA), the Michigan State Police Emergency Management Division (MSP/EMD) and servicing EMD District Coordinators will provide support and assistance throughout the process. In this regard, the EMD District Coordinators will serve as the SAA's single-point-of-contact with the local jurisdictions within his/her district. In turn, you will serve as the single point of contact for your jurisdiction. This arrangement will minimize conflicting guidance between the local and state levels of government.
- Guidance to Local Emergency Managers.** A key aspect of the assessment process, one that has a significant impact on the State's Homeland Security Strategy, is the success of the Local Planning Team's proper completion of the various local assessments. As cited above, guidance and technical expertise will be available throughout the process. Should you have questions, or require specific information or interpretation of the State/ODP guidance, the EMD District Coordinator will forward your request to the SAA Needs Assessment Project Manager (PM). The PM will coordinate with appropriate State or federal agencies to gain the requested information. Once an answer is obtained, it will be disseminated to all EMD District Coordinators and appropriate state agencies to ensure consistency of statewide procedures.
- Review Process.** Once your Needs Assessment is successfully completed you are requested to notify your EMD District Coordinator who will review and certify the assessment. Only after this review and certification process is completed will the Needs Assessment information be transmitted to ODP and the State. (The various hard copy forms requested for the Threat, Vulnerability, Agri-terrorism, and (tentative) Public Health assessments will be submitted in accordance with the instructions on the forms.)
- Electronic Submissions.** As with the assessments performed in 2000, ODP requires that assessments be submitted electronically. Use of this procedure greatly simplifies the submission, collation, and compilation of the extensive amount of information. In this regard, the on-line procedures and technical aspects of the software have been markedly improved since the original effort in 2000. However, should you encounter difficulty in using the on-line system, please contact your District Coordinator early in the process so workarounds can be provided.

As previously stated, this is a rather extensive and significant multi-million dollar grant program. Only through a determined effort by all of us will we be truly successful in achieving the level of anti-terrorism response readiness needed to best protect the public - statewide. I wish to thank you in advance for your support in this program and I assure you that the EMD staff will be standing ready to assist. Please do not hesitate to contact your EMD District Coordinator should you have any questions.

Sincerely,



JOHN ORT, CAPTAIN
Deputy State Director of Emergency Management
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